

**INDIVIDUAL SUPPORT SERVICES TEAM MEETING**

**DOCUMENT WRITING  
AFTER THE ISS PLANNING TEAM MEETING**

	To Be Done	Completed
1. Pertinent personal child data obtained	_____	_____
2. Important health and safety information documented	_____	_____
3. Child profile developed	_____	_____
4. Current assessment(s) and dates recorded	_____	_____
5. Strengths and needs identified	_____	_____
6. Annual goals determined and prioritized	_____	_____
7. Most enhancing environments determined	_____	_____
8. Transitional planning addressed	_____	_____
9. Transportation addressed	_____	_____
10. Dates for implementation and review noted	_____	_____
11. Names and roles of ISS planning team members recorded	_____	_____
12. Team signatures obtained	_____	_____
13. Parental comments recorded	_____	_____
Where the ISSP process is terminated		
14. Letter written indicating the team has terminated the process	_____	_____